



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

Privacy Act

**Western Economic Diversification Canada
Annual Report to Parliament
April 1, 2004 – March 31, 2005**

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Introduction

The *Privacy Act* took effect on July 1, 1983, and extends to individuals the right of access to information about themselves held by the government, subject to specific and limited exceptions. This *Act* also protects individuals' privacy by preventing others from having access to their personal information and gives individuals substantial control over its collection, use and disclosure.

Section 72 to the *Privacy Act* requires the head of every government institution to prepare an annual report to Parliament on the administration of the *Act*. This report details how Western Economic Diversification Canada (WD) administered its responsibilities under the *Act* during the 2004-2005 fiscal year

Copies of this report may be obtained from:

Western Economic Diversification Canada
Access to Information and Privacy Coordinator
Suite 1500, Canada Place
9700 Jasper Avenue N.W.
Edmonton, Alberta
T5J 4H7

Background on the Department

Western Economic Diversification Canada (WD) was established in 1987 to help lessen the West's (British Columbia, Alberta, Saskatchewan and Manitoba) economic dependence on natural resources. Under the *Western Economic Diversification Act, 1988*, the Department is mandated to “promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation.” To do this, WD organizes its programs and services to achieve the following strategic outcomes:

- policies and programs that support the development of Western Canada (policy, advocacy and coordination);
- economically viable communities in Western Canada with a high quality of life (sustainable communities); and
- a competitive and expanded business sector in Western Canada and a strengthened western Canadian innovation system (entrepreneurship and innovation).

WD's strategic investments in these areas will help to fulfill WD's vision of *a stronger West, a stronger Canada*.

WD's Headquarters is co-located in Edmonton with the Alberta Region office. There are also regional offices located in each of the other western provinces, in Winnipeg, Saskatoon and Vancouver, and a Liaison Office located in Ottawa. Regional satellite offices also exist in Calgary, Regina and Victoria.

The Deputy Minister is located in Edmonton, with Assistant Deputy Ministers located in each of the regional offices and the Ottawa office. Each of the western Assistant Deputy Ministers are responsible for the delivery of programs and services in their region which support the department's strategic outcomes, as well as corporate responsibilities.

As part of the reorganization announced by the Prime Minister in December 2003, the department is led by the Minister of Western Economic Diversification. WD continues to work closely with Industry Canada and other regional development organizations.

For additional information on the Department's activities, visit www.wd.gc.ca.

Access to Information and Privacy Unit

The Access to Information and Privacy Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the *Privacy Act* are met and to enable appropriate processing and proper disclosure of information. The coordinator is also responsible for related policies, systems and procedures emanating from the *Act*.

Two officers who process requests on behalf of the Department assist the Coordinator.

The activities of WD's Access to Information and Privacy (ATIP) unit include:

- processing requests under the *Act*;
- representing WD in dealings with the Treasury Board Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the *Act* as it relates to WD;
- responding to consultations submitted by other federal institutions on WD documents under consideration for release;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- developing and maintaining policies, procedures and guidelines to ensure the *Act* is respected by WD;
- promoting awareness of the *Act* within the Department to ensure responsiveness to the obligations imposed on the government; and
- monitoring departmental compliance with the *Act*, regulations and relevant procedures and policies.

Privacy Training and Awareness

During the fiscal year 2004-2005, two WD officers attended Access to Information and Privacy training through the Canada School of Public Service. One officer works specifically in the Access to Information and Privacy Unit, and the second is a Regional ATIP Liaison Officer in the Ottawa office.

An Edmonton staff orientation session was held in January 2005 and valuable Access to Information and Privacy information was provided to attendees. As a result of the response to this session, departmental privacy awareness sessions for staff and managers in all WD offices were scheduled for the new fiscal year. In addition, privacy awareness training sessions were specifically designed for WD's Human Resources and Information Management Technology units in February 2005. These unit-specific sessions had a high participate rate and received positive feedback.

2004-2005 Statistical Report on the Privacy Act



REPORT ON THE PRIVACY ACT

RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution WESTERN ECONOMIC DIVERSIFICATION CANADA DIVERSIFICATION DE L'ÉCONOMIE DE L'OUEST CANADA	Reporting period Période visée par le rapport 4/1/2004 to/à 3/31/2005
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I Requests under the Privacy Act Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period Reçues pendant la période visée par le rapport	3
Outstanding from previous period En suspens depuis la période antérieure	0
TOTAL	3
Completed during reporting period Traitées pendant la période visée par le rapport	3
Carried forward Reportées	0

II Disposition of requests completed Disposition à l'égard des demandes traitées	
1. All disclosed Communication totale	1
2. Disclosed in part Communication partielle	1
3. Nothing disclosed (excluded) Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) Aucune communication (exemption)	0
5. Unable to process Traitement impossible	1
6. Abandoned by applicant Abandon de la demande	0
7. Transferred Transmission	0
TOTAL	3

III Exemptions invoked Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23(a)	0
(b)	0
S. Art. 24	0
S. Art. 25	0
S. Art. 26	1
S. Art. 27	0
S. Art. 28	0

IV Exclusions cited Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time Délai de traitement	
30 days or under 30 jours ou moins	2
31 to 60 days De 31 à 60 jours	1
61 to 120 days De 61 à 120 jours	0
121 days or over 121 jours ou plus	0

VI Extensions Prorogations des délais		
	30 days or under 30 jours ou moins	31 days or over 31 jours ou plus
Interference with operations Interruption des opérations	1	0
Consultation	0	0
Translation Traduction	0	0
TOTAL	1	0

VII Translations Traductions		
Translations requested Traductions demandées		0
Translations prepared Traductions préparées	English to French De l'anglais au français	0
	French to English Du français à l'anglais	0

VIII Method of access Méthode de consultation	
Copies given Copies de l'original	2
Examination Examen de l'original	0
Copies and examination Copies et examen	0

IX Corrections and notation Corrections et mention	
Corrections requested Corrections demandées	0
Corrections made Corrections effectuées	0
Notation attached Mention annexée	0

X Costs Coûts	
Financial (all reasons) Financiers (raisons)	(\$000)
Salary Traitement	5,000.0
Administration (O and M) Administration (fonctionnement et maintien)	2,500.0
TOTAL	7,500.0
Person year utilization (all reasons) Années-personnes utilisées (raisons)	
Person year (decimal format) Années-personnes (nombre décimal)	0.10

Interpretation of the Statistical Report

a) Requests Received Under the Privacy Act

Between April 1, 2004, and March 31, 2005, WD received three (3) requests for personal information under the *Privacy Act*. All requests were completed during the reporting period, two within the initial 30-day period and the third in the 31-60 day timeframe.

For two of the privacy requests, the individuals received part of the records sought; personal information about another individual contained in the records had to be severed. WD received one complaint pertaining to a time extension; however, the Privacy Commissioner quickly dismissed it. The final request for personal information was a nil response.

b) Costs and Organization Changes

Total salary costs associated with the *Privacy Act* are estimated at \$5,000 for 2004-2005. Other costs amounted to \$2,500 for a total of \$ 7,500. The associated employee resources for 2004-2005 are fixed at one-tenth of one full-time equivalent (FTE) for administering the *Act*.

In February 2005, an additional resource was created in order to administer the *Privacy Act* and the *Access to Information Act* at Headquarters.

c) Privacy Impact Assessments

In 2002, Treasury Board issued a policy that requires federal government institutions subject to the *Privacy Act* to conduct Privacy Impact Assessments (PIA) before establishing new programs, systems or policies or before making any substantial modifications to an existing program, system or policy.

During the reporting period WD conducted a PIA on the Human Resources Information System (HRIS), an integrated system designed to meet human resources management needs of the Department. HRIS provides core human resources functionality in terms of position management, staffing, training and leave management transactions. The system also captures personal information on employees, applicants and contractors, information related to official languages, appraisals, education, employment equity, conflict of interest, security and career management.

WD also undertook Preliminary Privacy Impact Assessments (PPIA) on two other projects, namely the Reporting and Performance Measurement System and the Grants and Contributions Proactive Disclosure project. The conclusions of both PPIAs indicated that the implementation of these initiatives would have no impact on privacy and therefore did not require a full PIA.

d) Permissible Disclosure of Personal Information

Personal information collected by WD in the course of its programs and activities is being disclosed only for the purpose for which it was collected in accordance with paragraph 8(2)(a) of the *Privacy Act*. During 2004-2005, WD did not disclose personal information for any other purposes as outlined in paragraphs 8(2)(b) through (m) inclusively.